

Agenda Report

July 21, 2025

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH HCI ENVIRONMENTAL AND ENGINEERING FOR CRIME SCENE CLEANUP SERVICES IN AN AMOUNT NOT TO EXCEED \$1,777,750 FOR THREE YEARS WITH THE OPTION OF TWO ONE-YEAR EXTENSIONS

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3); the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract as a result of the competitive bidding process with HCI Environmental and Engineering, for crime scene cleanup services, in an amount not to exceed a grand total of \$1,777,750 for three years, which includes the option for two one-year extensions or an amount not to exceed \$355,550 annually, at the discretion of the City Manager.

BACKGROUND:

The Police Department requires an on-call service capable of cleaning city vehicles and property, and to provide cleanup of biohazard contaminate. Biohazards can occur as a result of contacting injured or intoxicated persons during the course of normal police operations.

On November 27, 2024, the City released a Request for Bids (RFB) for Crime Scene Cleanup services. The RFB was posted on OPENGOV, the City's online procurement hub and requested pricing for cleaning of evidence lockers, biohazard waste pickup, biohazard cleaning of crime scenes, police vehicles, and jail cells, as well as disinfecting

large offices. The RFB was downloaded by 11 cleaning companies. Two companies submitted bids by the due date of December 22, 2024. The bids were then evaluated for cost.

The following table details the cost for each vendor’s services. Bidders were asked for pricing for the required services and given a quantity or number of incidents expected each year.

Table 1: Bid Tabulations

Vendor	Location	Bid Amount/Annually
HCI Environmental & Engineering	Corona, CA	\$355,550
Crime Scene Steri-Clean	Rancho Cucamonga, CA	\$370,000

Based on evaluation of the two proposals submitted, HCI Environmental and Engineering was chosen as the lowest priced responsive and responsible bidder.

Staff is recommending the City Council authorize a contract with HCI Environmental and Engineering to provide crime scene cleanup services, not to exceed \$355,550 annually. While the Pasadena Police Department has not used the services of this vendor previously, the company was used by the City of Pasadena for biohazardous waste cleanup of the public right of way in 2019. Staff contacted the firm’s references and confirmed HCI’s ability to perform in a satisfactory manner.

Because the company has previously worked in a non-emergency capacity for the city, staff recommends that this contract be evaluated after one year to ensure the vendor’s performance has met expectations.

COUNCIL POLICY CONSIDERATION:

The proposed action is consistent with the City Council’s Strategic Plan Goals to ensure public safety and maintain fiscal responsibility and stability.

ENVIRONMENTAL ANALYSIS:

The proposed contract has been determined to be exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061 (b)(3), the “Common Sense” Exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Such is the case with the contract authorization for crime scene cleanup services.

FISCAL IMPACT:

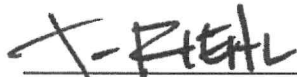
The total cost of this action is an amount not to exceed \$1,777,750 for a three-year term and two optional one-year extensions. Funding for this action will be addressed by the utilization of existing and future budgeted appropriations in the Police Department's Operating Budget in the General Fund.

Respectfully submitted,



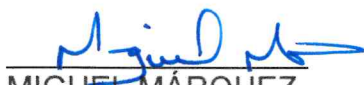
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